**Room 1 – bathroom**

[ ]  clean the toilet until squeeky clean

[ ]  vacuum the bathroom

[ ]  mop the floor

[ ]  clean cat’s litter box

[ ]  change the cat’s litter

[ ]  clean the shower

[ ]  clean the sink until squeeky clean

[ ]  clean the mirror

[ ]  clean the shelves

[ ]  move the laundry baskets to their place

[ ]  take out of the bathroom all things that don’t belong there

[ ]  clean the window

[ ]  remove any trash

[ ]  fill in the liquid soap

[ ]  make sure there is enough toilet paper

Room 2 - bedroom

[ ]  change the sheets

[ ]  lift the mattresses so they get some air

[ ]  vacuum the floor thoroughly discard all of the cat’s hair from the mat she sleeps on

[ ]  change the box to the more usable one

[ ]  add the bed sheets to the box in the bedroom

[ ]  fluff up the pillows

[ ]  clean the window

[ ]  remove any trash

Room 3 - study

[ ]  clean the window

[ ]  vacuum the room

[ ]  mop the floor

[ ]  put in the closet any clean laundry

[ ]  put dirty laundry to the bathroom laundry baskets

[ ]  throw away the trash and not needed stuff and papers

[ ]  sort out papers and arrange them

[ ]  vacuum the sofa

[ ]  arrange the extra tables in one corner

[ ]  throw the empty bottles

[ ]  dust the tables and any shelves

Room 4 – kitchen area

[ ]  wash the window

[ ]  sweep the floor

[ ]  wash the sink until squeeky clean

[ ]  put the dishes into dishwasher

[ ]  clean the dishwasher

[ ]  vacuum the floor

[ ]  clean counter tops & fronts

[ ]  mop the floor

[ ]  clean the fridge

[ ]  put the teppanyaki grill away

[ ]  clean the toaster

[ ]  clean the oven & the cooking plate

[ ]  dust

Room 4 – living area

[ ]  sweep the floor

[ ]  vacuum the floor & rugs

[ ]  arrange the shoes

[ ]  put the not seasonal things away

[ ]  dust

[ ]  wash the windows

[ ]  take out the trash

[ ]  remove the things from the room that should not be there

[ ]  water the plants and wipe the dust from them if there is any

[ ]  vacuum the sofa

[ ]  wash the blankets

[ ]  clean the cat’s things

[ ]  play with the cat

[ ]  clean cat hair from everywhere

Room 5 - balcony

[ ]  sweep the balcony if not wet

[ ]  remove any dead plants

[ ]  if you have any evergreens move them to the view if they are not there

[ ]  remove any trash or leaves that may be there

[ ]  put away the unused pots

[ ]  cover the sensitive plants if you already have not done that